

TEST CENTRE PROTOCOL AND ETIQUETTE

Students writing with Accessibility Services must follow the protocols and etiquette of the Test Centre to uphold academic integrity in the testing environment.

Please read carefully.

Test Centre Protocol

- Students must submit a Test / Exam Request Form a *minimum of 3 business days* prior to their arrival at the Test Centre.
- Students should arrive about 10 minutes before their test/exam time. This allows the student to be seated and set up for their Test / Exam.
- Late arrivals beyond 15 minutes after the scheduled testing time may not be accepted depending on exam duration and hours of operations.
- Invigilators will assign seating within the Test Centre.
- Prior to starting your test or exam, you will be asked to store your belongings in a designated area by Testing Centre staff. Only authorized materials should be at your desk.
- During a test/exam, students can only communicate with Test Centre staff. The staff cannot give any guidance or answer questions regarding test/exam content.
- Students must adhere to the length of their test as outlined by their instructor.
- A notice will be given when your test time has concluded. Students must hand in all test/exam materials to the invigilator at that time and must not make any last-minute changes or alterations to the test or exam.
- All materials, including scrap paper, must be handed in to the exam invigilator
- Students must supply their own pens, pencils and calculators (if required/allowed)
- Testing Services will not administer tests/exams that are passed their write date/time, unless arrangements have been made with faculty for a re-write date.

Prohibited Items

- Electronic devices of any kind, including cell phones, all watches, iPods, tablets, USBs, MP3 recorders etc., are not permitted at the student's exam workstation. All devices will be required to be turned off and stored in the invigilator office for the duration of the test.
- Bags, coats, and other personal items must be placed in the Invigilator office or in your student locker for the duration of the test.
- Students are discouraged from bringing valuable personal items with them, as the Testing Centre staff is not responsible for lost or stolen items.
- If a student is found in possession or accessing any unauthorized materials, devices, or participate in unauthorized behavior during their exam their test/exam will end, and an incident report will be created and sent to the instructor for academic integrity violation review.

Test Centre Etiquette

- No loitering or talking in the Testing Centre or the outside area
- Ear plugs are available to help reduce noise.
- Children are not allowed in the Testing Centre and cannot be left unattended while any student is writing.
- Please refrain from wearing scented products as the College is a Fragrance-Free.
- Unauthorized behaviour will be reported to your instructor who will determine the consequences.
- Unauthorized behaviour or conduct includes talking to others while in the testing room, accessing prohibited materials and websites, being disruptive, disrespectful, and/or threatening to staff or other users of the Testing Centre. Please see Northern College's policy on Academic Integrity and the Student Code of Conduct.
- Students will follow all instructions given to them by Testing Centre staff prior, during and after testing while in the Centre.
- In case of emergency (fire alarm, lockdown), students are to follow the instructions of the Testing Centre staff.